

Self-assessment Checklist: Emergency Management

The following questions are designed to help healthcare business owners evaluate disaster-related policies and procedures. For additional risk control tools and information on a wide and growing range of topics, visit www.cna.com.

| Risk Control Measures | Present (Yes/No) | Comments |
|---|---------------------|----------|
| Risk identification and assessment | | |
| Have all foreseeable sources of disaster been identified , reflecting both past incidents and emerging concerns? | | |
| Have identified loss exposures been categorized , quantified and prioritized? | | |
| Have appropriate response measures been identified , along with their projected costs? | | |
| Has the potential impact of a disaster on vendors, suppliers and utilities been considered , in terms of recovery and rebuilding time? | | |
| Emergency management planning and preparation | | |
| Has an emergency operations center been designated , as well as an emergency manager? | | |
| Have emergency communication methods (including backup systems) been identified , and is necessary equipment available? | | |
| Is a current emergency contact list available in both hard-copy and electronic form, with names and telephone numbers clearly noted? | | |
| Has a list of primary and alternative vendors/suppliers been drafted , including telephone numbers and websites? | | |
| Are mutual disaster and evacuation arrangements in place with other practices and healthcare facilities? | | |
| Have emergency evacuation procedures been developed and practiced , as well as search and evacuation techniques? | | |
| Are there detailed drawings and maps of the facility and surrounding area , depicting access/escape routes? | | |
| Have incident-specific procedures been developed to address identified risks? | | |
| Are computer records and other important documents backed up and securely stored? | | |
| Have insurance coverage, risk control and mitigation measures been upgraded as needed , to address changing conditions and emerging exposures? | | |
| Do response plans meet the requirements of the Occupational Safety and Health Administration, the Environmental Protection Agency and other regulatory bodies? | | |
| Have all staff members (including temporary/contracted employees) been trained in emergency procedures , and has this training been documented? | | |
| Is the disaster recovery plan in writing and available for review? | | |

Risk Control Measures

Plan implementation and testing

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| Have all parties involved with the emergency management plan received initial training, and do they undergo ongoing refresher courses? | | |
| Have team members been trained using walk-through drills (i.e., simulation testing)? | | |
| Have public agencies been included in walk-through drills? | | |
| Is the plan regularly updated to reflect mistakes made and lessons learned during testing/drills? | | |

Disaster recovery

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| Does the recovery plan encompass a wide range of disaster scenarios, both natural and man-made? | | |
| Have recovery goals been prioritized, and does the recovery plan reflect these priorities? | | |
| Are procedures in place to contact patient and staff families immediately after a disaster, as well as government agencies, suppliers, local media and community representatives? | | |
| Have arrangements been made to establish alternate care locations, if necessary? | | |
| Have all insurance options, both conventional and alternative, been fully considered, and are coverage levels sufficient for both surviving a protracted business interruption and rebuilding a severely damaged facility? | | |

This tool serves as a reference for organizations seeking to evaluate risk exposures associated with emergency management. The content is not intended to represent a comprehensive listing of all actions needed to address the subject matter, but rather is a means of initiating internal discussion and self-examination. Your clinical procedures and risks may be different from those addressed herein, and you may wish to modify the tool to suit your individual practice and patient needs. The information contained herein is not intended to establish any standard of care, serve as professional advice or address the circumstances of any specific entity. These statements do not constitute a risk management directive from CNA. No organization or individual should act upon this information without appropriate professional advice, including advice of legal counsel, given after a thorough examination of the individual situation, encompassing a review of relevant facts, laws and regulations. CNA assumes no responsibility for the consequences of the use or nonuse of this information.